

LONG TERM HEALTH EDUCATION TRAINING (LTHET)
STUDENT CHECKLIST

This checklist contains important tuition, fee, and book reimbursement information for students. The student may be responsible for payment of some portion of tuition and fees charged by the school. Selection of a school with tuition and fees at or below the limit of Army-provided funds will result in significant savings to the student. Information on fees and book allotments can also be found in the Handbook for Students. **Please initial each checklist entry below** to indicate you have read and understood the information. Sign your name at the bottom of the checklist. Return the checklist within 90 days of program acceptance to:

Academy of Health Sciences
 Department of Health Education and Training (DHET)
 1750 Greeley Road, STE 201, ATTN MCCS-HEC
 Fort Sam Houston, TX 78234-5075
 FAX: **(210) 221-2832/DSN 471-2832**

_____ 1. **TUITION:** Each Corps has a cap on the amount of money that it will pay for LTHET tuition regardless of whether the tuition is in-state or out-of-state. The student will be responsible for negotiating with the school to try to obtain in-state tuition. In-state tuition at some schools may exceed the cap. The student will be responsible for payment of in-state or out-of-state tuition that exceeds the cap. In some instances, a student may receive approval for additional financial support that exceeds the cap. A request and justification for cap exception must be submitted to and approved by the Corps DHET Program Manager.

_____ 2. **MEDICAL COVERAGE:** Many schools require students to enroll in their medical insurance programs, but they will waive the requirement if the student provides proof of valid insurance. TRICARE provides health care coverage for Uniformed Service members. It is the student's sole responsibility to show the TRICARE insurance information to the school to obtain a waiver for school insurance. Any health insurance costs charged to the student by the school will be the sole responsibility of the student. Schools may also have a mandatory medical service fee or health service fee that is separate from health insurance. This fee is considered a reimbursable expense.

_____ 3. **REIMBURSABLE EXPENSES:** Reimbursable expenses in the amount authorized by current policies and procedures include, but are not limited to, books and reference materials; mandatory facility operations fees; initial identification cards; required expendable school supplies; fees for the Graduate Record Examination or other equivalent examinations (not licensure examinations); fees for transcripts required for entrance only into the training program; and application fees and graduation fees charged by the educational institution, unless otherwise covered. Master's thesis and doctoral dissertation are also covered. Payments are not authorized for students who have been granted an extension. The Book/Expense Reimbursement Form should be submitted upon successful completion of the first term, along with a grade report. AECP students may request a book reimbursement within 90 days of enrollment of each semester in an amount not to exceed the maximum allowable book reimbursement amount.

_____ 4. **NON-REIMBURSABLE EXPENSES:** Non-reimbursable fees include, but are not limited to transportation; parking; recreation; athletics; orientation; registration for non-credit courses, newspaper and magazine subscriptions, unless required by the discipline; and fraternity and sorority fees/pins/rings. Fees for malpractice insurance are also not covered due to provisions within the Federal Tort Claims Act (FTCA). This statute provides coverage for military personnel while acting within the scope of their employment. The student may be able to negotiate the waiver of a fee for malpractice insurance. If the school will not waive the fee, call your DHET Program Manager.

Full Name: _____ SSN: _____ Rank: _____

Corps: _____ E-Mail: _____ Date: _____

Signature: _____

BOOK/EXPENSE REIMBURSEMENT REQUEST

Students Enrolled in Civilian Fully Funded Degree-Producing Programs
(Replaces Previous Book Reimbursement Request)

MEMORANDUM FOR: Academy of Health Sciences
Department of Health Education and Training
1750 Greeley Road, STE 201, ATTN MCCS-HEC
Fort Sam Houston, TX 78234-5075

SUBJECT: Request for Payment

1. Full Name: _____ Rank: _____

Address: _____ City: _____

State: _____ Zip Code: _____ SSN: _____

E-Mail _____ Corps _____

Day Time Number: () _____ - _____ Work Number () _____ - _____

2. I am requesting reimbursement payment for:
Annual Allowable Book Reimbursement () Thesis () Dissertation ()
for Academic Year _____.

Signature _____ Date _____

3. **Submit annual request for book reimbursement upon successful completion of the first semester or quarter.** The Book/Expense Reimbursement Request form must be accompanied with a grade report from the first term of the current academic year. AECp students may request a book reimbursement within 90 days of enrollment of each semester in an amount not to exceed the maximum allowable book reimbursement amount. Please allow 30-45 days for processing before calling to check the status of your request.

4. **Submit Thesis and Dissertation requests within 90 days of conferring of the degree.** Students must submit proof of evidence that the degree has been conferred by providing a copy of the final transcript with degree and date. If the degree has not been conferred within 90 days, call your DHET Program Manager.

5. **Submit a separate request for each reimbursement claim.** Fax your requests to (210) 221-2832, along with a copy of your orders and any amendments. If you want Direct Deposit of your reimbursement, contact the LTHET funds management technician at (210) 295-9365.

6. For additional information on tuition, fees, and reimbursements, refer to the Handbook for Students, Chapter 7. The Handbook can be accessed at the Student Detachment website:
www.cs.amedd.army.mil/hrbc/studet/

